



# ANIMAL ADOPTION CENTER

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## VOLUNTEER Job Description

**POSITION TITLE:** AAC Volunteer  
**DEPARTMENT:** Canine/Feline/Support

### **Summary:**

Under the direction of staff members, volunteers are responsible for animal care and socialization, facility maintenance/cleaning/laundry, advocacy for the shelter's mission, and assistance in support of operations.

### **Essential Duties and Functions:**

#### *Animal Care*

- Provide adequate food and water to shelter animals;
- Walk dogs and socialize cats;
- Monitor animals and report health or behavior issues to shelter staff;
- Participate in stress and disease reduction through purposeful and compassionate handling of animals;
- Perform animal bathing and basic grooming.

#### *Facility Care*

- Follow disease control protocols as established by staff members;
- Operate laundry equipment, follow dishwashing protocols;
- Restock cleaning areas with supplies and equipment;
- Report equipment or supply needs to a staff member;
- Maintain work and general areas in an organized manner.

#### *People Care:*

- Cultivate positive client, volunteer, and staff relationships through professional and courteous behavior;
- Provide quality customer service while actively promoting our mission, services, programs, and events;
- Promote donation and giving opportunities as appropriate;
- Work cooperatively with other volunteers (including CWEP and CS workers) and staff members.

#### *Safety:*

- Ensure a safe work environment, following all safety guidelines and modeling safe work practices;
- Take immediate action to address any safety concerns that could put a staff member, volunteer, client, animal, or the organization at risk.

### **Physical Requirements and Work Environment:**

- Work is performed in a kennel/shelter setting, as well as outdoors in enclosed exercise yards and along Road sides (while walking dogs);
- Frequent bending, reaching, walking, sitting, and standing while performing job functions;
- Exposure to disinfectant solutions when cleaning;
- Exposure to various weather conditions when working outdoors;
- Subject to animal bites and scratches while handling animals of questionable temperament;
- Occasional lifting of up to 40 pounds with reasonable accommodations;
- Consistently exposed to animals and animal allergens under conditions with limited alterations available;
- Tetanus and rabies (pre-exposure) inoculations are required or must be waived.

### **Reporting Relationships and Contacts:**

- Reports to Volunteer Coordinator
- Can be directed by all staff members

### **Qualifications (Required):**

- A strong and selfless work ethic;
- A positive and optimistic attitude;
- An authentic desire to better the lives of animals;
- Reliable, dependable, and punctual participation.

### **Knowledge, Skills, and Abilities:**

- Commitment to the mission, values, goals, and success of **ANIMAL ADOPTION CENTER**;
- Team player, able to multi-task in a fast-paced work environment;
- Compassion for animals, comfortable working in a shelter environment.

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. **ANIMAL ADOPTION CENTER** volunteers serve at the will of the agency.